

FLORIDA AIR NATIONAL GUARD
***** OFFICER VACANCY ANNOUNCEMENT *****

ANNOUNCEMENT NUMBER: DSG 14-23

CLOSING DATE: OPEN UNTIL FILLED

TITLE: PUBLIC AFFAIRS OFFICER (AFSC: 35P3)

(OPEN to ALL MILITARY COMPONENTS – Current Qualified Public Affairs Officers who have successfully completed the Public Affairs Qualification Course at Defense Information School with minimum of 18 months in a Public Affairs position.)

MAXIMUM AUTHORIZED GRADE: Major (O-4)

UNIT: 101 Air and Space Operations Group (AOG), TYNDALL AFB, FL

DUTY STATUS: This is a Drill Status Guard (DSG) position, NOT full-time employment. Applicants are expected to meet all Unit Training Assemblies and Annual Training requirements annually.

Specialty Summary: Plans, executes and evaluates effectiveness of public affairs programs. Subject matter expert for all PA matters pertaining to the 601 Air and Space Operations Center (AOC) and 101 AOG activities supporting the Combined/Joint Forces Air Component Commander. Trains full-time public affairs specialists and additional duty public affairs representatives; provides public affairs advice, counsel, and support to commanders and senior staff members.

Duties and Responsibilities:

- Analyzes AOC mission, unit policies, and relationship with population of local communities to determine requirements for communication. Develops goals and objectives that integrate organizational and PA objectives. Develops working relationship with media representatives. Develops and maintains liaison with representatives of civilian organizations, governmental agencies, Guard and active duty units, and other publics. Develops plans and operational procedures for communication about Operation NOBLE EAGLE, Defense Support of Civil Authorities, environmental incidents, and other spot news events concerning AOC activities. Plans communication programs to ensure military and civilian members are informed about current issues and policies of the local installation, major command and Headquarters United States Air Force.
- Serves as a PA expert for the AOC's Combat Information Cell (CIC). Coordinates CIC/PA activities with First Air Force, NORAD-USNORTHCOM and other PA representatives as appropriate. Responsible for integrating PA planning into Information Operations Team plans.
- Provides journalistic, photographic and/or video coverage of events in which AOC or AOG personnel participate. Directs operation of publications, websites (to include social media sites), unit Commander's Calls, First Air Force Now TV, public speaker programs, and AOC tours. Directs the public affairs aspects of public tours and speaking engagements, and instructs personnel in techniques, philosophy, and importance of public affairs activities. Directs preparation of graphic and narrative presentations. Initiates programs to earn community respect and confidence.
- Coordinates with appropriate agencies prior to contacting and releasing information to representatives of news media on conditions that might result in favorable or unfavorable public reaction, including releases and public statements involving news of national interest. Coordinates with other agencies to ensure Air Force military and civilian personnel are aware of their public affairs obligations to the American people.
- Prepares public affairs annexes to operational plans. Conducts public affairs briefings for military personnel engaged in operations involving direct contact with public and/or representatives of communications media. Prepares or supervises preparation of information relative to unit participation in military operations, world events, environmental matters, and national and local affairs, through news releases, special activities, photographs, radio and television programs, social media and other informational material. Assists representatives of news media in obtaining material about the AOC mission. Schedules and conducts news interviews and news media conferences. Reviews material such as speeches, news articles, and radio and television shows for security, invasion of privacy, propriety and suitability, and integration with overall programs and objectives of the AOC. Determines appropriate topics and modes of presentation for radio and television programs, films and videotapes, and prepares script and scenario outlines.

Specialty Qualifications:

The following is mandatory for award of the 35P3 Air Force Specialty Code:

- ***Knowledge*** is mandatory of: organization, mission and operations of the Air Force; the methods and techniques of disseminating information internally and publicly, including use of newspaper, magazine, radio, television and photographic media; basic communication theory; communication law; print and broadcast journalism; and basic survey and public opinion research.
 - ***Education***: For entry into this specialty, an undergraduate academic specialization or degree is desirable in mass or public communication, communicative arts, journalism, public relations, advertising, or one of the behavioral sciences (sociology or social psychology).
 - ***Training***: For award of AFSC 35P3, completion of the Defense Information School Public Affairs Officer Course is mandatory.
 - ***Experience***: For award of AFSC 35P3, a minimum of 18 months of experience in public affairs assignments is mandatory. Experience must include preparation or directing preparation of news releases, daily working relationships with civilian news media representatives, frequent contact with local government and community leaders, participation in staff planning, programs or communication and dialogue with Air Force members and civilian employees, public speaking or military briefings. Experience in IO, Air Operations Center activities and Joint Operations Planning Process-Air desired.
 - ***Other***: For award and retention of AFSC 35P3, ability to clearly and convincingly present ideas and facts in written and oral form is mandatory.
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Eligibility Requirements

- ***Citizenship***: Must be a citizen of the United States.
 - ***Physical/Medical Requirements***: Must be in good physical condition and be medically qualified in accordance with applicable Air Force and Air National Guard regulations.
 - ***Security Requirements***: Must be able to meet applicable security requirements to hold appropriate security clearances (Secret).
 - ***Education***: A baccalaureate or higher degree from an educational institution listed in the current Accredited Institutions of Postsecondary Education is required.
 - ***Training***: Applicants must have successfully completed the Public Affairs Qualification Course at Defense Information School, and have served at least 18 months in a Public Affairs position to be considered qualified.
 - ***Other***: Meet all other appointment requirements as established in ANGI 36-2005.
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Application Procedures:

Complete **AF Form 24**, *Application for Appointment as a Reserve of the Air Force*, and **AF Form 2030**, *USAF Drug and Alcohol Abuse Certificate* (website: www.e-publishing.af.mil).

Detailed resume of military and/or civilian work and educational experience. All breaks in employment and/or educational pursuit should be fully explained. (Short biographies are NOT acceptable.)

College transcripts from ALL colleges and universities attended. Summary transcripts are NOT acceptable.

Current Report of Individual Person (RIP) or other military service's equivalent.

Current Point Credit Summary

Current Physical Fitness Scores

Copies of last three (3) Officer Performance Reports (OPRs) or other military service's equivalent, as appropriate.

Conditional Release (if requesting transfer from the Air Force, Air Force Reserve, ANG of another state, or other military component)

ALL DD Form 214, NGB Form 22, and discharge orders.

PLEASE REVIEW YOUR APPLICATION FOR ACCURACY PRIOR TO SUBMISSION. FAILURE TO PROVIDE ALL REQUIRED DOCUMENTATION WILL RESULT IN ELIMINATION FROM FURTHER CONSIDERATION.

DO *assemble all documents in a single neat stack, with single sided white paper, and bind together with a binder clip.*

DO NOT *forward packets with any type of a document binder, folder, document protectors, staples, paper clips, tabs, color paper to separate documents, or double sided images.*

Mail applications to:

MSgt Megan Metzger
HQ 101 AIR OPERATIONS GROUP/CSS
650 Florida Avenue, Stop 73
Tyndall AFB, FL 32403

FEDEX/UPS applications to: MSgt Megan Metzger, same address as above
For more information, contact MSgt Metzger, (850) 283-5073 or DSN 523-5073

Email: megan.metzger.2@us.af.mil

The Florida Air National Guard is an equal opportunity employer. Applicants will be selected for appointment through a quality oriented method of assessment which includes, but is not limited to, factors such as education, physical standards, experience, potential, motivation and moral qualifications.